

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-19	Effective Date: 08/14/08	Revision Date: 08/06/08
Subject: Activity Informed Consent		

I. Policy Statement

Division staff is required to have juveniles and parents/legal guardians (does not include case manager) read and sign the Activity Informed Consent form prior to juveniles attending or participating in any activity that is outside of the day-to-day program schedule or program activities.

II. Rationale

The purpose of this policy is to establish specific guidelines for Division staff to ensure juveniles and parents are fully informed of and have given written consent for any non-routine activity juveniles may attend or participate in while in the custody of Juvenile Justice Services.

III. Definitions

- A. "Activity Informed Consent Form" is a form prepared by Division staff and to be signed by juveniles and their parent/legal guardians of under-age juveniles prior to attending or participating in a Division activity.
- B. "Non-routine Activity" is an event that is outside of the day-to-day program schedule or routine program activities of Division programs and facilities.
- C. "Legal guardian" means a person recognized by the Division as having the authority to give consent on behalf of an under-age juvenile, including consent to marriage, enlistment in the armed forces, major medical, surgical, or psychiatric treatment or legal custody, if legal custody is not vested in another person, agency, or institution. (JJS employees are not legal guardians.)

IV. Procedures

- A. Prior to a juvenile attending or participating in a non-routine activity, they must read and sign the Activity Informed Consent form.
- B. Prior to a juvenile who is under age 18 attending or participating in a non-routine activity, a parent/legal guardian must read and sign the Activity Informed Consent form, after being informed of the type of non-routine activity for which consent is being sought.
- C. Juveniles under age 18, who are in the custody of the Division and who do not have a responsible parent or an appointed legal guardian may have the Activity

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Informed Consent signed by their Division case manager or the case manager's supervisor. This only applies to non-routine activities operated by the Division.

- D. Consent from a parent, legal guardian, or case manager is not required for juveniles 18 years or older.
- E. The completed Activity Informed Consent form shall be placed in the juvenile's file.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Kirk J. Allen, Chair
Board of Juvenile Justice Services

8/14/2008

Signature Date



Dan Maldonado, Director
Division of Juvenile Justice Services

8/14/2008

Signature Date